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ABSTRACT

Written as an introduction to the concepts of creating a personal or reprint file, this workbook discusses both manual and computerized systems, with emphasis on the preliminary groundwork that needs to be done before starting any filing system. A file assessment worksheet is provided; considerations in developing a personal filing system are discussed; and the advantages and disadvantages of author arrangement, alphabetic subject arrangement, classified subject arrangement, and numerical arrangement are considered. Finally, single-access, multiple-access, and computer-assisted systems are described, and the process of choosing subject headings is discussed. Illustrations provide examples of each filing concept. A 30-item bibliography and 4 references are provided, and a listing of 11 subject heading lists for the health sciences is included. (KM)

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PERSONAL FILE MANAGEMENT FOR THE HEALTH SCIENCES

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PERSONAL FILE MANAGEMENT

FOR THE HEALTH SCIENCES

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PERSONAL FILE MANAGEMENT
FOR THE HEALTH SCIENCES

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1. INTRODUCTION

This workbook was written as an introduction to the concepts of creating a personal or reprint file. Both manual and computerized systems are discussed. However, the emphasis of the workbook is on the preliminary groundwork that needs to be done before starting any filing system. Regardless of whether you will be manually writing up index cards for each article in your file or entering this information into a computer, you still need to make basic decisions on the physical arrangement of your articles, the number of access points you need and the subject headings or keywords you will use. The File Assessment Worksheet which follows will help you start to make these decisions.

2. FILE ASSESSMENT WORKSHEET*

After completing this worksheet and tallying your responses, you will have an idea of the complexity and type of filing system that you need. Circle your answers to the following questions.

1. How much time are you willing to spend establishing or reorganizing your personal filing system?
   a. 1 week
   b. 1 month
   c. 3 months
   d. 6 months
   e. 1 year

2. How much time are you (or someone) willing to put into the upkeep of your file?
   a. less than 2 hours/month
   b. 2-3 hours/month
   c. 4-5 hours/month
   d. 6-8 hours/month
   e. more than 8 hours/month

3. Which aspects of your present filing system would you like to improve?
   a. subject headings inconsistent
   b. cannot browse files by subject
   c. cannot locate articles by author
   d. cannot locate data in article abstracts
   e. all of the above and more

4. If you do not yet have a filing system, why do you want one?
   a. to provide subject access to personal reprint collection
   b. to support preparation of research papers or lectures
   c. to ease preparation of bibliographies for research
   d. to capture results of downloaded computer search
   e. all of the above and more

5. How broad a subject area will your file cover?
   a. support for medical school studies
   b. subspecialty/specific area
   c. specialty
   d. general field
   e. all of the above and related fields

6. What activities will your file support?
   a. clinical activities
   b. research
   c. teaching or administration
   d. 2 of the previous choices
   e. all of the previous choices

7. How many items will your finished file have?
   a. 200 items
   b. 200-500 items
   c. 500-1000 items
   d. 1000-2000 items
   e. more than 2000 items

*Based on the "Personal Information File Prescription" developed by Ann McKibbon and Brian Haynes of McMaster University, Hamilton, Ontario.

8. How quickly do you expect your reprint file to grow?
   a. less than 5 items/month
   b. 6-10 items/month
   c. 11-15 items/month
   d. 16-25 items/month
   e. over 25 items/month

9. How many other people in your department will need access to your reprint files?
   a. none
   b. 2-3
   c. 4-6
   d. 6-10
   e. over 10

10. How often will you use your file?
   a. one time/month
   b. one time/week
   c. 2-3 times/week
   d. 4-7 times/week
   e. 2-3 times/day

11. How will you look for items in your file?
   a. author
   b. one main subject
   c. one main subject and one author
   d. a combination of subjects or authors and subjects
   e. all of the above plus other points (date, abstract keywords, language, etc.)

12. How familiar are you with the documents in your file?
   a. very (>80%)
   b. quite a bit (60-80%)
   c. moderately (40-60%)
   d. somewhat (20-40%)
   e. very little (<20%)

13. What interest do you have in computerizing your files?
   a. none
   b. slight interest but no computer
   c. might be interested; might have computer access
   d. have interest; have computer
   e. strong interest

Add up the number of times you circled each item a-e.

If you replied mostly a's and b's, you should probably plan a fairly simple manual filing system, with items filed by subject.

If you replied mostly c's and d's, you should plan a more complex system, with access by author and subject. A computerized system may be worth considering, but is not necessary.

If you replied mostly d's and e's, you should consider computerized access to your files. You will probably want access by authors, subjects and other important keywords, and the ability to produce bibliographies, formatted in specific styles. You may also want the ability to search your files using Boolean logic.

3. CONSIDERATIONS IN DEVELOPING A PERSONAL FILING SYSTEM

1. How complex a system do you need?

A filing system can range from a cardboard box of 100 articles arranged by broad subjects to multiple file cabinets with subject access available through a mainframe computer. The complexity of the personal filing system you develop is an important consideration. If a system is too complex and requires too much time to maintain, it will probably fail. You should first determine how much time you are willing to put into the establishment or reorganization of your filing system, as well as the amount of time you or an assistant can put into the upkeep of the system.

The size and scope of your file determines its complexity. Will the file be small (less than 200 items) and used to support one specific area of research? Or, does your file also support a clinical practice, teaching activities, continuing education and/or administrative responsibilities? The more activities your file supports, the more complex it should be. Generalists or those in academic careers may need more complex files than specialists.

Consider also the daily use of your files. A file that is used once a week or less can be simpler than one used several times a day. A simple file may be adequate if you are fairly familiar with everything that is in your files. And, if your searches are usually just for one or two good articles on a topic instead of a comprehensive retrieval, a simple file is probably adequate. However, if your files are very large you will need a more complex system for a thorough retrieval of all related items on a topic.

A final consideration involves your working environment. If you have convenient access to a large library, you may depend on the library for the less-used materials instead of putting such items in your files. Similarly, convenient access to (and interest in) a computer will affect your likeliness to consider a computerized filing system.

2. What will you keep in your files?

Consider including the following types of materials in your files:

reports	photocopies borrowed through Interlibrary Loan
reprints	lecture notes
CE handouts	original articles or photocopies
correspondence	references to books

It is usually recommended that your own journals are ripped apart and the relevant articles filed. However, if you prefer to keep your journals intact, perhaps binding them, you can also note interesting citations on cards or slips of paper and put them in your file in place of the article itself. You can also handle references to books or book chapters in a similar manner. Before adding anything to your file, be sure that the complete citation is somewhere on the item as well as the date that it was added. Also include the location of items not actually housed in your physical file. If you expect that items will be borrowed from your files you may also want to stamp them with your name.

3. How will you weed your files?

The weeding of your files will be easier if you evaluate items as they are added, being careful to add only high-quality materials that will be of long-term value or interest. Then, weed as you read or when adding items to a certain subject area while the topic is fresh in your mind. You might also want to weed by date, keeping only the latest 5 or 7 years in your files, and relying on the library for the older material. Establish a set date for weeding, or weed when your files reach a certain size. Only keep older items of clear historic importance. Remember that weeding doesn't just mean discarding the article from your file cabinet. You must also update any index cards or computer records that you have created for the article.

4. How will you choose subject headings?

It is possible that you are <u>not</u> considering subject access to your file if you are the type of person with a good memory for authors and have a fairly small file. However, most people find subject access a neccessity, and if not well thought-out, files arranged by subject can become inconsistent and illogical. It is strongly recommended that you develop a master list of the subject headings used in your file. You may create this list yourself, or use one of the many lists that have already been created.

To determine which type of list is best for you, consider your approach to your field of interest. Do you approach health care problems by symptom, specific disease, organ or system, anatomy, health care speciality or some other aspect? Keep your approach in mind when considering subject headings for your files. Subject headings are further discussed in Chapter 6 and a list of sources for subject headings is provided in the Appendix.

4. PHYSICAL ARRANGEMENT OF DOCUMENTS

You can arrange the items in your file in one of four ways: by author, by alphabetical subject, by classified subject or by accession number. If possible, you should arrange the items in the way that you are most likely to remember them. Some people tend to remember articles by the author, others by the subject. You may prefer that your subjects are strictly alphabetical or that similar subjects are grouped together. Consider how you will be using your file now and in the future. However, it may not always be possible to integrate a new area of research into an old filing system. Sometimes it is better to start completely over again.

The access provided through the physical arrangement of your articles may be all the access you need. However, you may also want auxiliary access points such as more subjects or authors. Regardless of whether you choose to provide auxiliary access at all, or whether additional access points are provided through a manual or a computerized system, you will need to choose to arrange your documents by one of these four systems.

A. Author arrangement

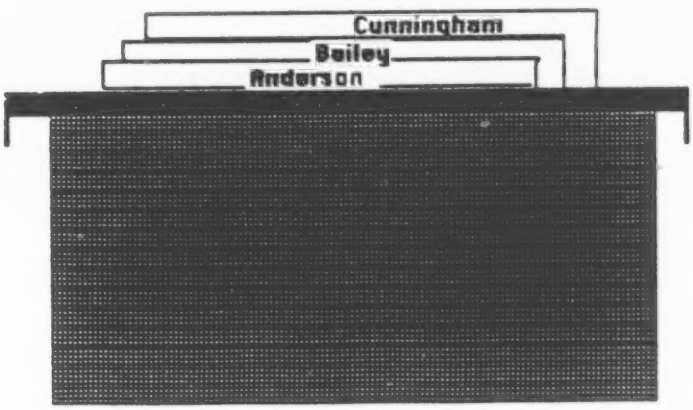
When items are arranged in your file by author, you can quickly determine if a particular document is in your file. It is also easy to refile documents. Items arranged by author with no auxiliary subject files are best probably for small files and for those people who can easily remember names. File the documents chronologically under each author's name; this also aids in weeding later on.

Disadvantages of author arrangement

The articles in author files are not directly browsable by subject. They may be indirectly browsable since one assumes that certain authors are associated with certain subjects.

Items are usually filed by the first author mentioned; however, this may not always be the recalled author.

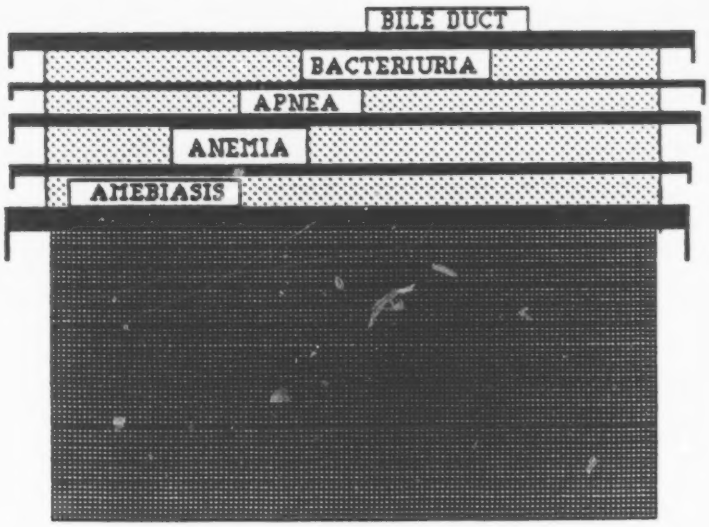
It is hard to place anonymous items or lecture notes in an author file.



Author Arrangement

B. Alphabetical Subject Arrangement

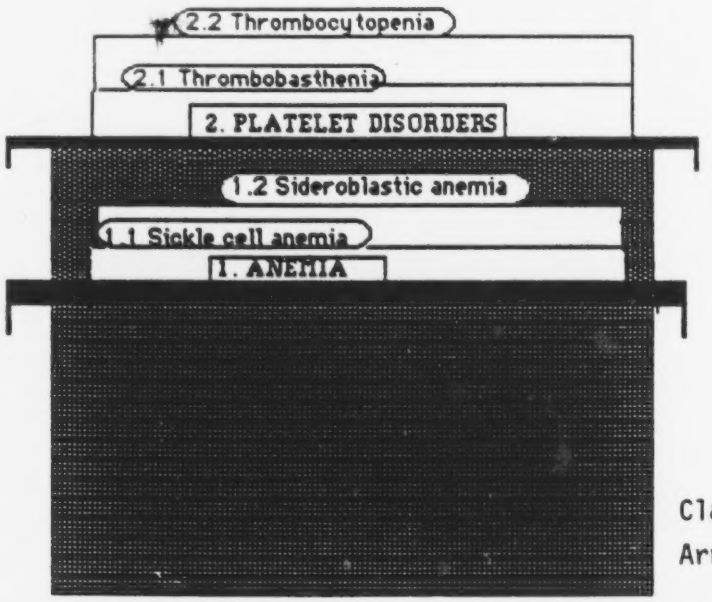
Systems where the articles are filed by subject instead of by author support browsing through the files by subject. Unless you have a very small file, it is necessary to maintain some type of master list of the subjects you assign to each article. New subject headings can be easily added as your file grows. This is discussed further in Chapter 6.



Alphabetical Subject Arrangement

C. Classified Subject Arrangement

In a classified subject arrangement articles are arranged in hierarchical order, with specific topics filed as subtopics under broader headings. You may use subject terms or a numerical code to arrange your documents. In this system, related material is brought together; for example, all types of blood diseases would be filed near each other, regardless of where they fall alphabetically. It is again necessary to maintain some type of master subject heading list. If you use a classified system, you must establish your hierarchy before you start filing. It may be difficult to add new topics if your system is not flexible.



Classified Subject Arrangement

Disadvantages of subject arrangement

You will not have author access unless you use an auxiliary author file.

If you arrange your subjects alphabetically, related terms (for example, different types of blood diseases such as anemia and hemophilia) will not be alphabetically next to each other.

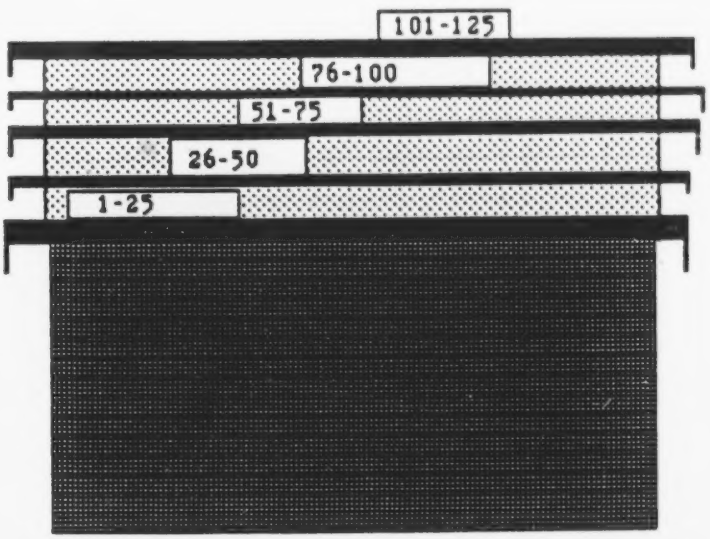
If you restrict yourself to one subject heading per item, it may be hard to choose subjects for those articles that cover more than one subject.

After filing an item under only one subject heading, it may be hard to remember where you put it.

It may take some experimentation to find the right subject heading list for your collection of reprints.

D. Numerical arrangement of documents

In a numerical system, articles are filed by an incrementing accession number that you stamp or write on the document. It is very easy to file and find documents, however, the numbers have no significance in themselves so there is no direct author or subject access to your files. You will need auxiliary files by author and/or subject. This system should only be considered by people who need a more complex filing system.



Numerical Arrangement

5. THREE TYPES OF ACCESS SYSTEMS

What access points will you provide for your documents? The arrangement of the articles in your files will itself provide one access point; this may be by author, subject or accession number. You may want to provide additional access by creating author or subject cards as well. If you are using a microcomputer, most software allows you to provide access by a large number of key-words, authors or other concepts.

A. Single Access System

In a single-access system, the only way you can find your articles or documents is through their arrangement in your files. Your articles are browsable by subject, or author if you prefer. This system is best used for small files on a limited range of topics and works best if you are fairly familiar with what is in your files. An example of a single access system is a family physician's file of 100 articles filed alphabetically by broad subject categories (pediatrics, obstetrics, etc.)

The main disadvantage of a single access system is that each item is filed in only one place so subject files lose author access and vice-versa. Also, it may be difficult to choose just one subject when the article needs two or more subject terms.

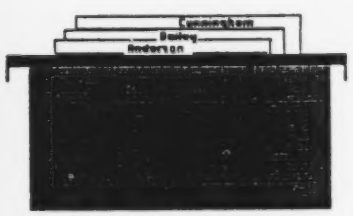
Arrangement of documents - Single Access System

Arrange in files by:

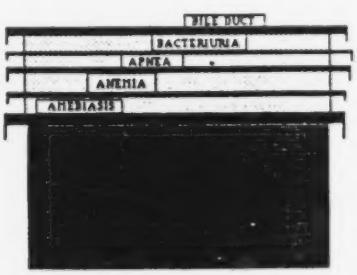
1. Author

   or

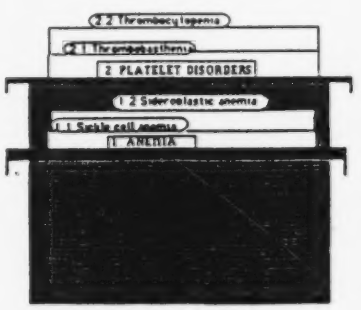
2. Subject (alphabetical or classified)



Author



Alphabetical Subject



Classified Subject

B. Multiple Access Systems

If you have a fairly large collection of documents, and you need both author and subject access or multiple subject access, you will need to use a multiple access system. These systems rely less on memory so you should be able to find all pertinent articles. However, more work is needed to maintain the system. If you decide to arrange your articles by accession number or by author, you cannot browse them directly by subject.

If you are not using a microcomputer, you will need to create your multiple access system by using index cards or perhaps a notebook. For example, if you use index cards, arrange them alphabetically by author or subject. On each card, you must note where the article is filed in your file cabinet. You will want to provide enough information on the card so that you can tell if the article to which it is referring is the one that you need. You may just want to provide brief information (title and date) or the complete citation.

Consider the following types of arrangements:

Arrange your articles by:	With auxiliary access by:
main subject	subjects, authors
first author	subjects, authors
accession number	subjects, authors

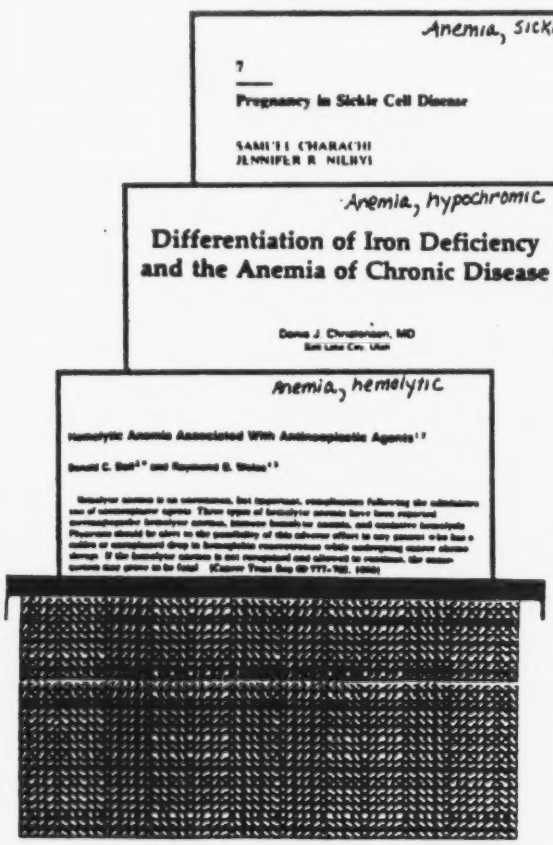
These arrangements are illustrated in the following examples.

EXAMPLE 1: Articles arranged by subject

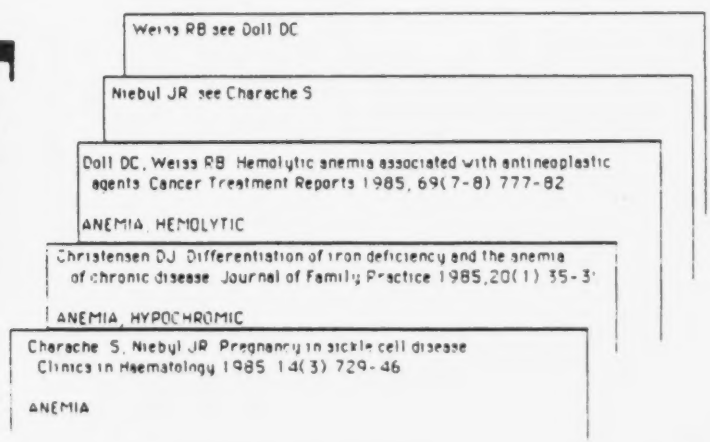
Auxiliary card access by author(s)

Comments:

Additional authors are cross-referenced to the first.
In this example, the complete citation is written on the cards.
The subject heading for the article is typed on the card in capital letters.
To provide additional subject access, photocopy the first page of the article and file it under the other subject(s).


Anemia, sickle cell
Pregnancy in Sickle Cell Disease
Anemia, hypochromic
Differentiation of Iron Deficiency and the Anemia of Chronic Disease
Anemia, hemolytic

Articles arranged by subject


Weiss RB see Doll DC
Niebyl JR see Charache S
Doll DC, Weiss RB Hemolytic anemia associated with antineoplastic agents Cancer Treatment Reports 1985, 69(7-8) 777-82
ANEMIA, HEMOLYTIC
Christensen DJ Differentiation of iron deficiency and the anemia of chronic disease Journal of Family Practice 1985,20(1) 35-3
ANEMIA, HYPOCHROMIC
Charache S, Niebyl JR Pregnancy in sickle cell disease Clinics in Haematology 1985 14(3) 729-46
ANEMIA

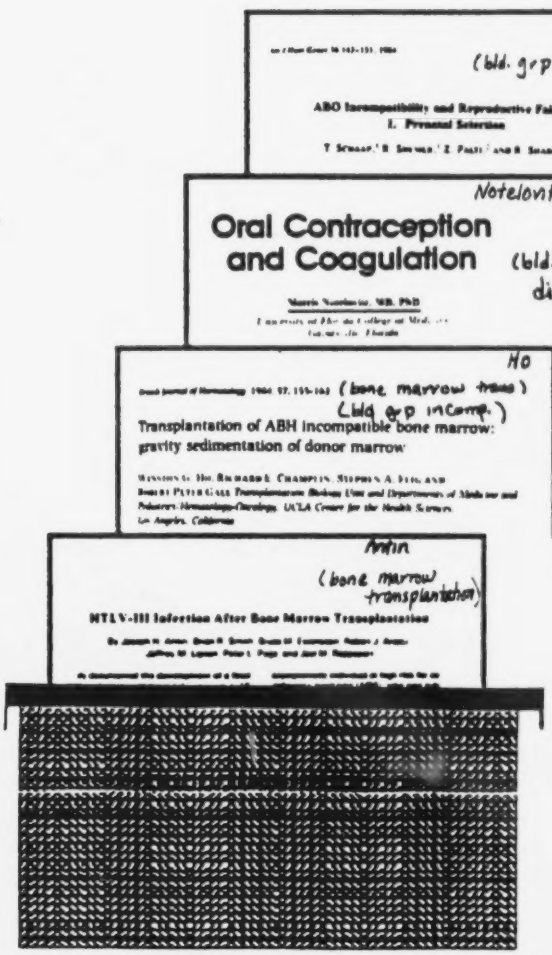
Cards arranged by author

Example 2: Articles arranged by author

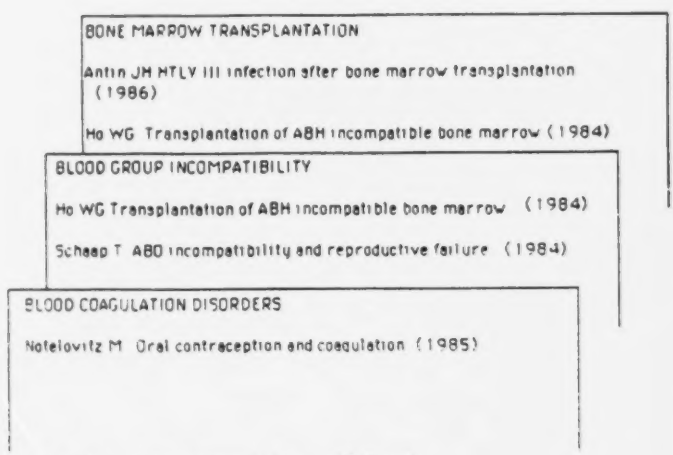
Auxiliary card access by subject(s)

Comments:

You may also make cards for additional authors.
In this example, only the brief title and date are on the cards.
Make as many cards for one article as desired.
Write the subject headings on the article so that all cards can be discarded or annotated if the article is weeded from the file.



Articles arranged by author


BONE MARROW TRANSPLANTATION
Antin JM HTLV III infection after bone marrow transplantation (1986)
Ho WG Transplantation of ABH incompatible bone marrow (1984)
BLOOD GROUP INCOMPATIBILITY
Ho WG Transplantation of ABH incompatible bone marrow (1984)
Schaap T ABO incompatibility and reproductive failure (1984)
BLOOD COAGULATION DISORDERS
Notelovitz M Oral contraception and coagulation (1985)

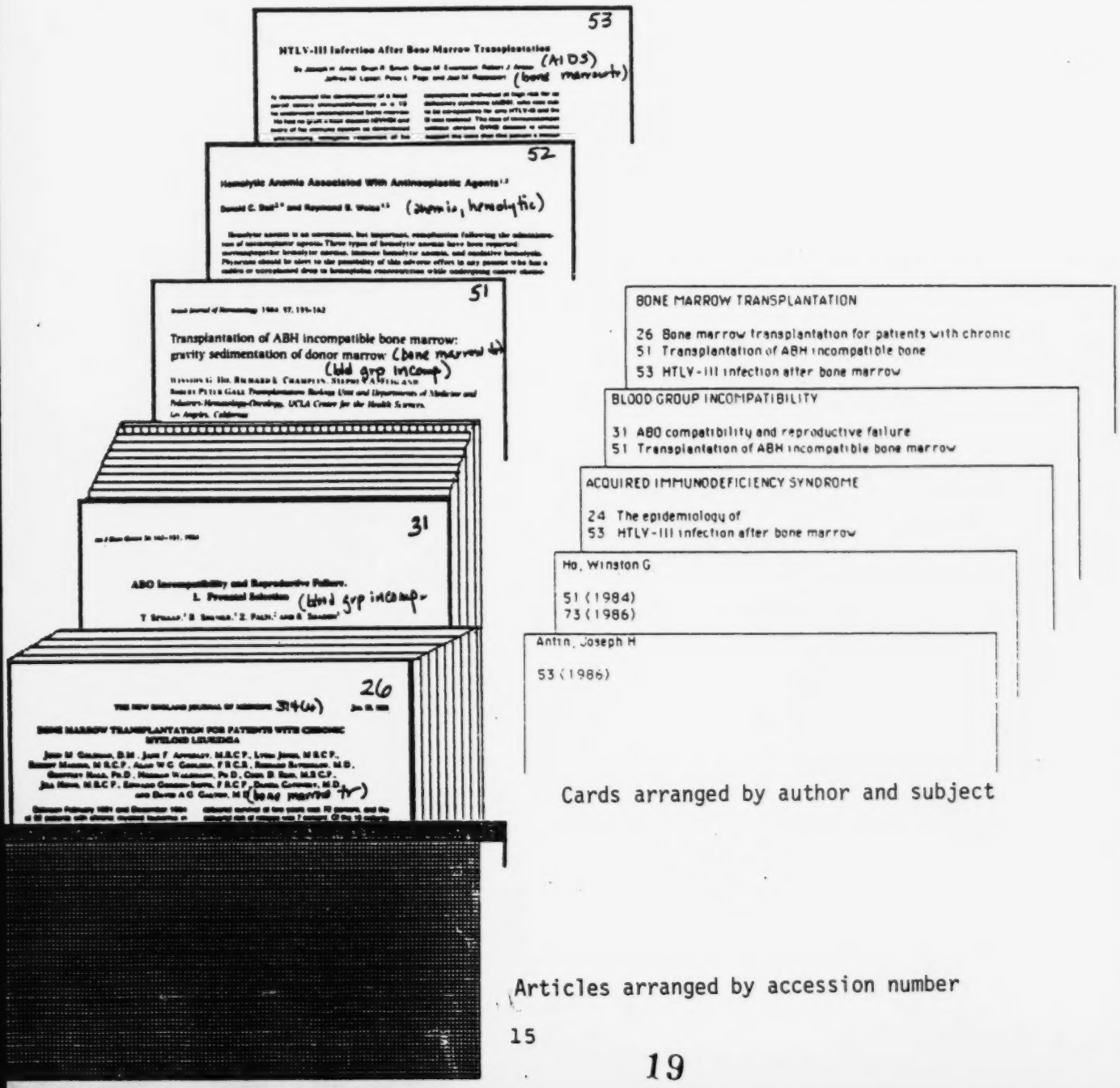
Cards arranged by subject

Example 3: Articles arranged by accession number

Auxiliary cards arranged by subject(s) and author

Comments:

Articles are not arranged in a meaningful way, therefore they are not browsable.
In this example, only a brief title is on the card.
Make as many cards for one article as desired.
It is easy to find and refile articles.
Write the subject headings on the article so that all cards can be discarded or annotated if the article is weeded from the file.



Cards arranged by author and subject

Articles arranged by accession number

Example 4: Articles arranged by accession number

Auxiliary UNITERM cards arranged by author and subject

Comments:

Uniterm cards allow Boolean logic capability. Write the accession numbers of the documents on cards in the appropriate column, i.e., numbers 22, 42 and 92 will all be written in the column numbered 2. To find articles on AIDS and bone marrow transplantation, compare the columns on these two cards, looking for matching numbers.

A printer may be able to make these cards for you or you could order a rubber stamp for your own index cards.

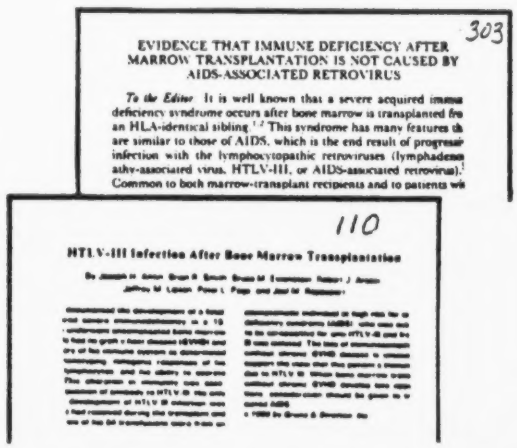
BONE MARROW TRANSPLANTATION

0	1	2	3	4	5	6	7	8	9
20 40 110	671	52 182	33 303		305 725	306 316 426	77	228 368	79

AIDS

0	1	2	3	4	5	6	7	8	9
70 110 230 290 480 1390	191 671	22 42 92 172 582 802 812	303 855		635 805 1325	76	127 137 807		809 929

Comparing columns on the two subject cards, you can see that articles 110, 671, and 303 discuss AIDS and bone marrow transplantation.


303

EVIDENCE THAT IMMUNE DEFICIENCY AFTER MARROW TRANSPLANTATION IS NOT CAUSED BY AIDS-ASSOCIATED RETROVIRUS

To the Editor It is well known that a severe acquired immu deficiency syndrome occurs after bone marrow is transplanted fro an HLA-identical sibling.[1,2] This syndrome has many features th are similar to those of AIDS, which is the end result of progressi infection with the lymphocytopathic retroviruses (lymphadenop athy-associated virus, HTLV-III, or AIDS-associated retrovirus).[3] Common to both marrow-transplant recipients and to patients wi

110

HTLV-III Infection After Bone Marrow Transplantation

Articles arranged by accession number

C. Computer Assisted Systems

You will want to use a computerized system if you have a large file and you want access not only by subjects and authors, but also by important words in the title and abstract, the date or the journal name. The resulting bibliography can be printed out and formatted to your specifications.

There are many commercial programs available for microcomputer management of personal files, ranging in price from $75 to over $400. When selecting a program, determine whether a hard disk is needed for the program to perform efficiently and whether the program can adequately handle the size of your finished file. Make sure the software you've selected will interface successfully with your printer and, if desired, with your word processing software.

A time-consuming part of computerizing your personal files will be typing in the information about each journal article. You probably want to look for a system that allows easy data entry and editing. A fill-in-the-blanks format can be quickly learned, which is especially important if several people will be using the system. You will want each journal article record to have enough room for multiple authors, keywords and perhaps an abstract. You may also want to look for a system that allows for data entry via downloading. Programs with this feature not only accept data typed in from the keyboard, but from floppy disks onto which the output from an online computer search, such as MEDLINE, has been transferred. Often there is an additional charge for the downloading component of programs.

One reason to use a microcomputer-based system is so that you have improved access to your articles. Most systems allow you to search by authors and keywords, but more sophisticated systems also allow you to search your files by words in the title or abstract, date, journal title or truncated terms. You probably want a system that provides for searching on multiple terms using Boolean logic. Your final results may then be sorted, for example, by author or journal name.

The results of a search can be displayed on the monitor or printed. Look for a system that offers flexibility in designing the style of the finished bibliography. You may want to be able to store a number of different bibliographic formats, so that you can quickly print a bibliography for a class reading list, a grant proposal or a submitted manuscript, each in a slightly different style. If the software does not offer this feature, make sure that you can at least edit the finished bibliography using your word processing software.

Special features of some programs include the ability to print lists of authors or keywords, and notification (audible or visible) when you have typed in a new author or keyword. The latter feature helps you to avoid spelling errors and inconsistencies in input. Other programs have the ability to match numbered references in a manuscript to the references in

your database, creating a finished numbered bibliography. You may want to look for a program that allows design of input formats. For example, if you are creating a database of slides, the standard author, title, and journal title fields may not be appropriate and you will want to design your own fields.

The price of a file management program is not necessarily directly related to its sophistication and capabilities. The following checklist can be used when you are comparing the features of different software packages.

COMPUTER-ASSISTED FILE MANAGEMENT CHECKLIST

PROGRAM COSTS AND HARDWARE

What is the cost of the software?
Is this figure comprehensive?
Are any add-on programs for downloading needed?
Is there any additional hardware (i.e. modems, printers) needed to run the program?

On which disk operating system (DOS) does the program run?
How much RAM is required for the program to run effectively?
Is a "demo" disk available?

DATABASE CONFIGURATION

Can record formats be customized?
How many record formats are available?
Are field lengths limited, fixed or unlimited?

What is the maximum number of characters per record?
of fields per record?
of records per file?

What is the program's maximum number of files?

USER INTERFACE AND SEARCH

How easy is the program to install?
to learn?
to use?
Is accompanying documentation concise and readable?

Are Boolean operators (AND, OR, NOT) available?
Is truncation possible?
Can all fields of a record be searched?
Can records in a file be sorted?

INPUT/FILE CREATION

How is data entered into the system - by keyboard?
through downloading?
from word processing
or other text files?

What online systems can be used for downloading?
What word processing programs are compatible with the program?

EDIT

How easily can records be added?
deleted?
modified?
Can a single file hold two or more types of records?
Are edit commands displayed on the screen?
Can any program user edit records or is a password needed?

OUTPUT

Can output be customized?
Can output be formatted so that it is manuscript-ready?
How many output formats, either preset or customized, are available?

6. CHOOSING SUBJECT HEADINGS

It is worth taking the time to think carefully about the subject headings or keywords that you will assign to each of your articles. When assigning subject terms, try and anticipate how you will find the article. Choose the concepts you want to index and then decide how specific you need to be in indexing these concepts. A dermatologist will probably want to have many files for specific skin diseases, but may be able to put everything on ophthalmology in one file.

Unless your file is very small, before you start arranging your articles by subject you will want to have a master list of subject headings. You can create this list yourself, use one of the many published lists, or use the table of contents or index from a book or journal. The Appendix consists of sources of subject heading lists appropriate for the healthcare field.

Create your own list

If you decide to create your own list of keywords, it will be personalized and suited for your files. However, you need to be cautious and consistent about selecting subject terms. You will need to make the following decisions:

Singular or plural terms (mouse or mice)

Cross references necessary? (CANCER see NEOPLASMS)

Consistency of terminology (repeat surgery or reoperation)

Level of specificity (eczema or skin diseases or dermatology)

Drug names (generic or trade or chemical)

Word order (medical schools or school, medical)

Surgical procedure or organ or disease (appendectomy or appendix or appendicitis)

Use of subheadings (appendix--surgery)

Neoplasm type or site (adenocarcinoma or lung neoplasms)

The bibliography includes references to articles where the author has created a list of subject headings; you may want to consider using these lists.

Use a thesaurus

Instead of creating your own list of subject headings, it is easier to use a list that has already been created. The cross references are already built in and decisions about synonymous terms, singulars or plurals and word order have already been made for you. You can find a list for almost any field, ranging from general medicine to bioethics.

Use subheadings to narrow your subject

By using a subheading in combination with a subject heading, your articles can be indexed more precisely. A list of subheadings used in Index Medicus and MEDLINE can be found in the preliminary pages of MeSH.

Use a classification system

If you want to arrange your articles hierarchically instead of alphabetically, you'll need a classified list or outline. There are a number of sources that classify medicine for statistical and medical record purposes, such as the International Classification of Diseases. (Some of these systems may be too large for a personal filing system.) Libraries are also a good source of such outlines; consider using the National Library of Medicine's classification scheme, used for assigning call numbers to books, or Excerpta Medica's classification system, a journal abstracting service with numerical outlines for about 50 medical fields ranging from forensic medicine to psychiatry.

Use a textbook's table of contents

The table of contents of comprehensive textbooks often provides an excellent outline of a subject area on which you can base your filing system. A general internal medicine text may be appropriate or you may want to use a more specialized text. The list you create will be classified as opposed to alphabetical.

If the chapters and sections are already numbered, you can use those numbers as the basis for your system; otherwise, you will need to number the table of contents yourself. If you are not sure where to file a particular document, use the book's index to determine in which chapter it should be filed.

The main disadvantage to this system is that a new edition of the textbook may be published with differently numbered chapters. You will most likely need to always use the same edition, writing in and numbering any new sections yourself.

Use the index from a book or journal

Instead of using the table of contents from a textbook, consider using the index instead. This will create an alphabetic list. You can also use the indentions under the subject terms as subheadings to further subdivide your articles. You may also be able to use the annual index of a journal as a subject heading list.

Example: Thesaurus

Thesaurus: American Pyschological Association. Thesaurus of psychological index terms. 4th ed. Washington: American Psychological Association, 1985.

Comments:

Thesaurus provides cross-references (USE), as well as broader terms (B), narrower terms (N) and related terms (R).

Excellent coverage for psychology and psychiatry.

RELATIONSHIP SECTION

Analytic

Amygdaloid Body — cont'd
B Brain
Central Nervous System
Cerebral Cortex
Limbic System
Nervous System
Telencephalon
R Medial Forebrain Bundle

Amytal
Use Amobarbital

Anabolism
PN 6 SC 02290
SH Constructive part of metabolism concerned especially with macromolecular synthesis.
B Metabolism

Anabolites
Use Metabolites

Anaclitic Depression
PN 6 SC 02290
SH Syndrome of withdrawal characterizing infants separated from their mothers for a long period of time.
B Affective Disturbances
Depression (Emotion)
Emotional States

Anagram Problem Solving
PN 184 SC 02300
B Cognitive Processes
Problem Solving
R Anagrams

Anagrams
PN 13 SC 02310
SH Words or phrases made by rearranging letters of other words or phrases (e.g., master from stream).
B Vocabulary
R Anagram Problem Solving

Analeptic Drugs
PN 32 SC 02320
UF Antagonists (CNS Depressant Drugs)
CNS Depressant Drug Antagonists
B CNS Arousing Drugs
CNS Stimulating Drugs
R Bemegride
Pentylenetetrazol
Strychnine
Barbiturate Poisoning
Caffeine
Cholinomimetic Drugs
Drugs
Heart Rate Affecting Drugs
Methylphenidate
Pentylenetetrazol
Theophylline

Analgesia
PN 170 SC 02325
SH Pain insensitivity chemically or electrically induced or occurring as a natural phenomenon (e.g., Kaaden's area on the inner cheek).
B Pain Perception
R Analgesic Drugs
Anesthesia (Feeling)
Endorphins
Enkephalins

Analgesic Drugs
PN 324 SC 02330
UF Analgesia
Pain Relieving Drugs
R Aspirin
Atropine

Analgesic Drugs — cont'd
R Codeine
Dihydroergotamine
Heroin
Meperidine
Methadone
Morphine
Pentazocine
Phenylbutazone
Propoxyphene
Quinine
Scopolamine
Analgesia
Anesthetic Drugs
Anti-Inflammatory Drugs
CNS Depressant Drugs
Drugs
Hypnotic Drugs
Narcotic Drugs
Pain
Sedatives

Analog Computers
PN 13 SC 02340
SH Electronic, mechanical, or electromechanical machines that measure continuous electrical or physical magnitudes (e.g., automobile speedometer) rather than operating on discrete digits.
B Computers

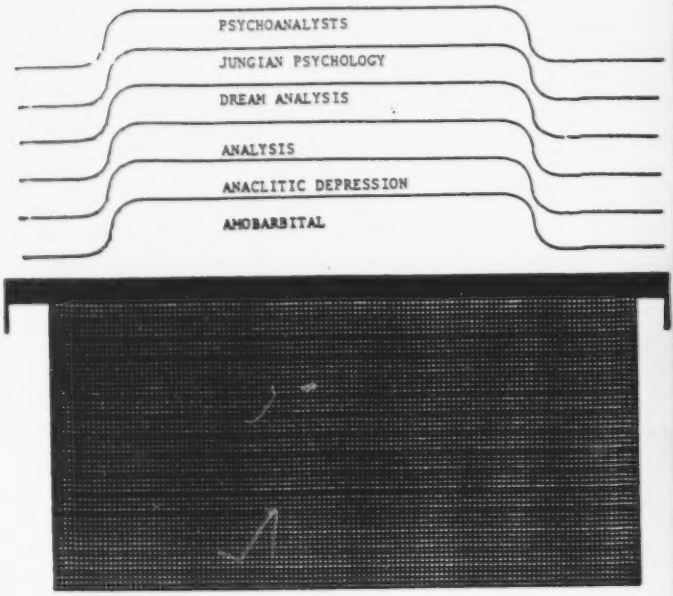
Analysis of Covariance
PN 171 SC 02350
B Statistical Analysis
Variability (Measurement)
R Analysis of Variance
Anxiety
Multiple Regression
Multivariate Analysis

Analysis of Variance
PN 708 SC 02360
UF ANOVA (Statistics)
B Statistical Analysis
Variability (Measurement)
R Analysis of Covariance
Anxiety
Multiple Regression
Multivariate Analysis
Statistical Regression
Variance Homogeneity

Analysis
PN 636 SC 02370
SH Consolidation broad array term referring to the process of examination of a complex, its elements, and their relations. Use a more specific term if possible.
B Analysis of Covariance
Analysis of Variance
Behavioral Assessment
Cluster Analysis
Content Analysis
Dream Analysis
Factor Analysis
Interaction Analysis (Statistics)
Item Analysis (Statistical)
Item Analysis (Test)
Job Analysis
Multidimensional Scaling
Psychoanalysis
Statistical Analysis
Systems Analysis
Task Analysis

Analysis
Use Psychoanalysis

Analytic Psychology
Use Jungian Psychology



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Example: Thesaurus and subheadings

Thesaurus: National Library of Medicine. Medical Subject Headings, 1986. Bethesda: National Library of Medicine, 1986. (often called MeSH)

Subheadings: from preliminary pages of the above thesaurus.

Comments:

Starred subject headings in example indicate where the article will be filed. Other subject headings will be used as auxiliary access points.

Cross references provided in thesaurus (IRON DEFICIENCY ANEMIA see ANEMIA, HYPOCHROMIC)

Abbreviate the subheadings: tr = transplantation

MeSH may provide too many choices.

Reference: Parker V. Organizing a reprint file. Bulletin of the Medical Library Association 1972; 60(1):49-51.

ANEMIA, ADDISON'S *see* ANEMIA, PERNICIOUS

ANEMIA, APLASTIC
C13.378.71.83+ C13.378.190.196
XU FANCONI'S ANEMIA

ANEMIA, COOLEY'S *see* THALASSEMIA

ANEMIA, DYSERYTHROPOIETIC, CONGENITAL *see under* ANEMIA, HEMOLYTIC, CONGENITAL
X DYSERYTHROPOIETIC ANEMIA, CONGENITAL
X HEMPAS

ANEMIA, ERYTHROBLASTIC *see* THALASSEMIA

ANEMIA, FANCONI *see* FANCONI'S ANEMIA

*ANEMIA, HEMOLYTIC
C13.378.71.141+
ANEMIA, HEMOLYTIC, ACQUIRED *was heading 1968-81; was* ANEMIA, ACQUIRED HEMOLYTIC *1963-67.* ANEMIA, CHEMICAL INDUCED HEMOLYTIC & ANEMIA, SECONDARY ACQUIRED HEMOLYTIC *were headings 1963-67*
X ANEMIA, HEMOLYTIC, ACQUIRED
X ANEMIA, MICROANGIOPATHIC
X JAUNDICE, HEMOLYTIC
XR HEMOLYSIS

ANEMIA, HEMOLYTIC, ACQUIRED *see* ANEMIA, HEMOLYTIC

ANEMIA, HEMOLYTIC, AUTOIMMUNE
C13.378.71.141.123 C20.111.196
68 *was* ANEMIA, IDIOPATHIC ACQUIRED HEMOLYTIC *1963-67*
X ANEMIA, HEMOLYTIC, IDIOPATHIC ACQUIRED
X COLD AGGLUTININ DISEASE

ANEMIA, HEMOLYTIC, CONGENITAL
C13.378.71.141.150+
68 *was* ANEMIA, CONGENITAL HEMOLYTIC *1963-67. was* ANEMIA, CONGENITAL HEMOLYTIC *see* SPHEROCYTOSIS, HEREDITARY *1963-64.* ANEMIA, HEMOLYTIC, CONGENITAL NONSPHEROCYTIC *was heading 1968-81; was* ANEMIA, CONGENITAL NON-SPHEROCYTIC HEMOLYTIC *1965-67*
XU ANEMIA, DYSERYTHROPOIETIC, CONGENITAL
XU ANEMIA, HEMOLYTIC, CONGENITAL NONSPHEROCYTIC
XR METABOLISM, INBORN ERRORS

ANEMIA, HEMOLYTIC, CONGENITAL NONSPHEROCYTIC *see under* ANEMIA, HEMOLYTIC, CONGENITAL

ANEMIA, HEMOLYTIC, IDIOPATHIC ACQUIRED *see* ANEMIA, HEMOLYTIC, AUTOIMMUNE

*ANEMIA, HYPOCHROMIC
C13.378.71.196
X IRON DEFICIENCY ANEMIA

ANEMIA, LEUKOERYTHROBLASTIC *see* ANEMIA, MYELOPHTHISIC

ANEMIA, MACROCYTIC
C13.378.71.232+
see related
FIGLU TEST
XU ANEMIA, MEGALOBLASTIC

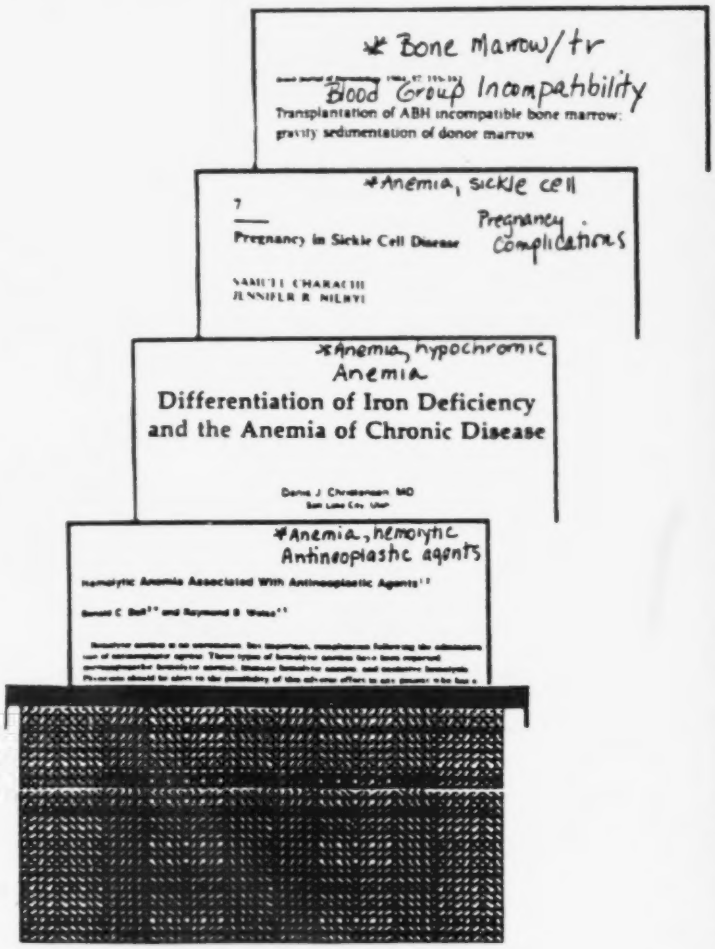
ANEMIA, MEDITERRANEAN *see* THALASSEMIA

ANEMIA, MEGALOBLASTIC *see under* ANEMIA, MACROCYTIC

ANEMIA, MICROANGIOPATHIC *see* ANEMIA, HEMOLYTIC

ANEMIA, MYELOPHTHISIC
C13.378.71.307 C13.378.190.636.83
X ANEMIA, LEUKOERYTHROBLASTIC

ANEMIA, NEONATAL
C13.378.71.363+ C16.610.53+



Example: Classification system

Classification system: Excerpta Medica. Guide to the classification and indexing system. 2nd ed. Princeton: Excerpta Medica, 1984. Section 25, Hematology.

Comments:

May not not be specific enough for some articles.

Works especially well if your article collection is well-defined and you can use a selected number of Excerpta Medica sections.

25

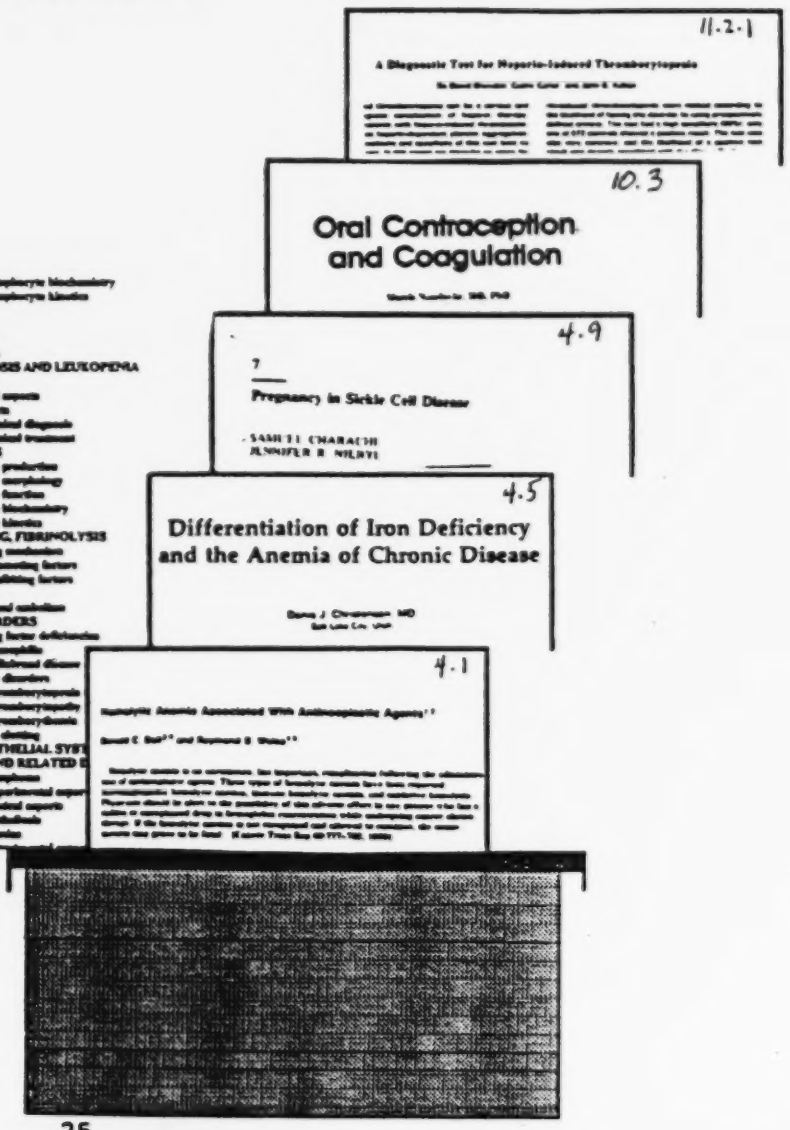
Hematology

This abstract journal covers all aspects of the blood cells, the hematopoietic and reticuloendothelial systems, bleeding and blood coagulation, under both normal and pathological conditions, including separate chapters on the blood groups and blood transfusion.

The organization of the information is basically anatomical and etiopathological, with separate chapters for the erythrocytes, leukocytes, thrombocytes, iron metabolism, anemia, polycythemia, agranulocytosis, the reticuloses, hematoimmunology and the serum proteins.

Audience: Hematologists, anatomists, immunologists.

1. GENERAL ASPECTS
   - 1.1. Radiobiology
   - 1.2. Infectious diseases
   - 1.3. Hematopoiesis and bone marrow
2. ERYTHROCYTE, HEMOGLOBIN AND PORPHYRIN
   - 2.1. Erythrocyte production
   - 2.2. Erythrocyte morphology
   - 2.3. Erythrocyte membrane
   - 2.4. Erythrocyte metabolism
   - 2.5. Erythrocyte kinetics
   - 2.6. Hemoglobin
   - 2.7. Hemoglobinopathy
   - 2.8. Porphyrin
   - 2.9. Porphyria
3. IRON-, CYANOCOBALAMIN- AND FOLIC ACID METABOLISM
   - 3.1. Hemosiderosis
   - 3.2. Hemochromatosis
   - 3.3. Iron metabolism
   - 3.4. Cyanocobalamin metabolism
   - 3.5. Folic acid metabolism
4. ANEMIA
   - 4.1. Aregenerative hemolytic anemia
   - 4.2. Hemolytic disease of the newborn
   - 4.3. Hereditary hemolytic anemia
   - 4.4. Aplastic anemia
   - 4.5. Iron deficiency anemia
   - 4.6. Cyanocobalamin deficiency anemia
   - 4.7. Folic acid deficiency anemia
   - 4.8. Thalassemia
   - 4.9. Sickle cell disease and related diseases
5. POLYCYTHEMIA
6. LEUKOCYTES AND RELATED CELLS
   - 6.1. Neutrophilic granulocytes
     - 6.1.1. Neutrophilic granulocyte production
     - 6.1.2. Neutrophilic granulocyte morphology
     - 6.1.3. Neutrophilic granulocyte cytochemistry
     - 6.1.4. Neutrophilic granulocyte biochemistry
     - 6.1.5. Neutrophilic granulocyte function
     - 6.1.6. Neutrophilic granulocyte kinetics
   - 6.2. Eosinophilic granulocytes
   - 6.3. Basophilic granulocytes
   - 6.4. Lymphocytes
     - 6.4.1. Lymphocyte production
     - 6.4.2. Lymphocyte morphology
     - 6.4.3. Lymphocyte function
     - 6.4.4. Lymphocyte biochemistry
     - 6.4.5. Lymphocyte kinetics
   - 6.5. Monocytes
   - 6.6. Mast cells
   - 6.7. Plasma cells
   - 6.8. Macrophages
7. AGRANULOCYTOSIS AND LEUKOPENIA
8. LEUKEMIA
   - 8.1. Experimental aspects
   - 8.2. Clinical aspects
     - 8.2.1. Clinical diagnosis
     - 8.2.2. Clinical treatment
9. THROMBOCYTES
   - 9.1. Thrombocyte production
   - 9.2. Thrombocyte morphology
   - 9.3. Thrombocyte function
   - 9.4. Thrombocyte biochemistry
   - 9.5. Thrombocyte kinetics
10. BLOOD CLOTTING, FIBRINOLYSIS
    - 10.1. Blood clotting mechanism
    - 10.2. Blood clot promoting factors
    - 10.3. Blood clot inhibiting factors
    - 10.4. Fibrinolysis
    - 10.5. Thrombosis and embolism
11. BLEEDING DISORDERS
    - 11.1. Blood clotting factor deficiencies
      - 11.1.1. Hemophilia
      - 11.1.2. Willebrand disease
    - 11.2. Thrombocyte disorders
      - 11.2.1. Thrombocytopenia
      - 11.2.2. Thrombocytopathy
      - 11.2.3. Thrombocytosis
    - 11.3. Intravascular clotting
12. RETICULOENDOTHELIAL SYST
13. RETICULOSES AND RELATED D
    - 13.1. Malignant lymphoma
      - 13.1.1. Experimental aspe
      - 13.1.2. Clinical aspects
    - 13.2. Reticuloendotheliosis
    - 13.3. Paraproteinemias
      - 13.3.1. P
      - 13.3.2. C
    - 13.4. Lipid storag
14. HEMATOIMMU
    - 14.1. Humoral b
    - 14.2. Cellular im



Reproduced by permission from: Excerpta Medica. Guide to the Classification and Indexing System. 2nd ed. Princeton: Excerpta Medica, 1984. (Section 25, Hematology, is part of the Excerpta Medica biomedical database, EMBASE.)

Example: Classification system

Classification system: National Library of Medicine. National Library of Medicine classification: a scheme for the shelf arrangement of books in the field of medicine and its related sciences. Bethesda: National Library of Medicine, 1981.

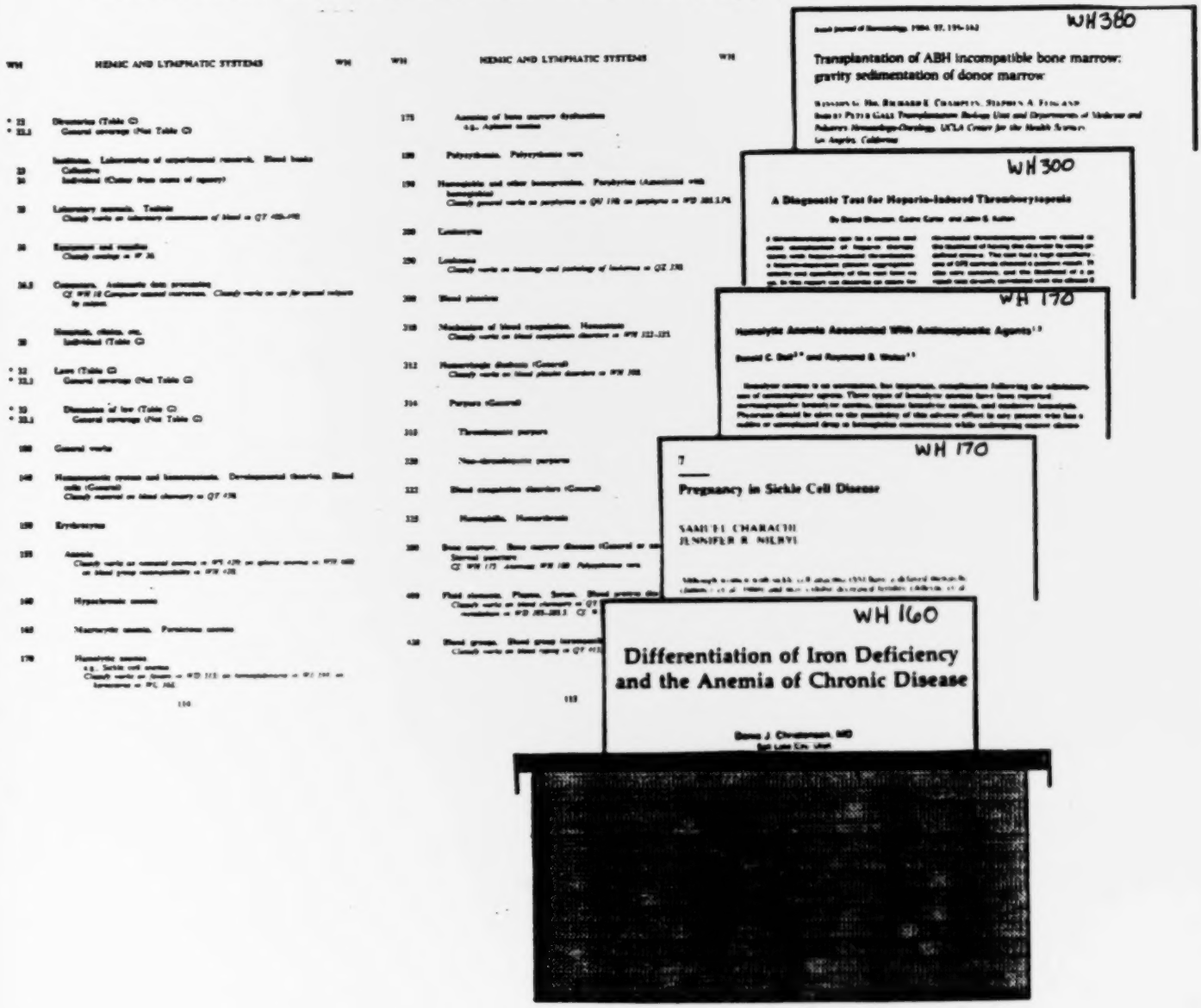
Comments:

Designed for books; may not be specific enough for articles.

Comprehensive coverage of the whole field of medicine.

Use the book's index to determine placement of your articles.

Reference: Schutt DC. Teaching reference file for family practice residencies. Military Medicine 1981; 146(May): 336-8.



Example: Textbook Table of Contents

Textbook: Harrison's principles of internal medicine. 10th ed. New York: McGraw-Hill, 1983.

Comments:

Annotate the table of contents with section numbers.

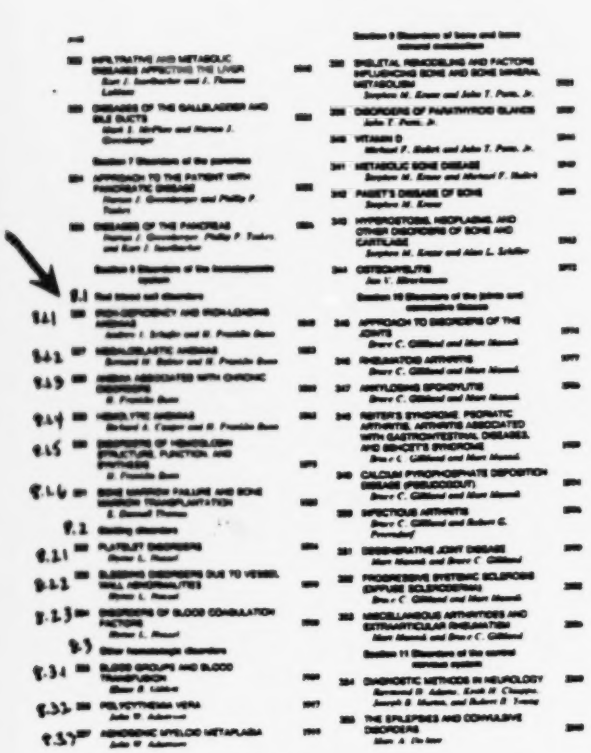
Use the book's index to place articles in sections.

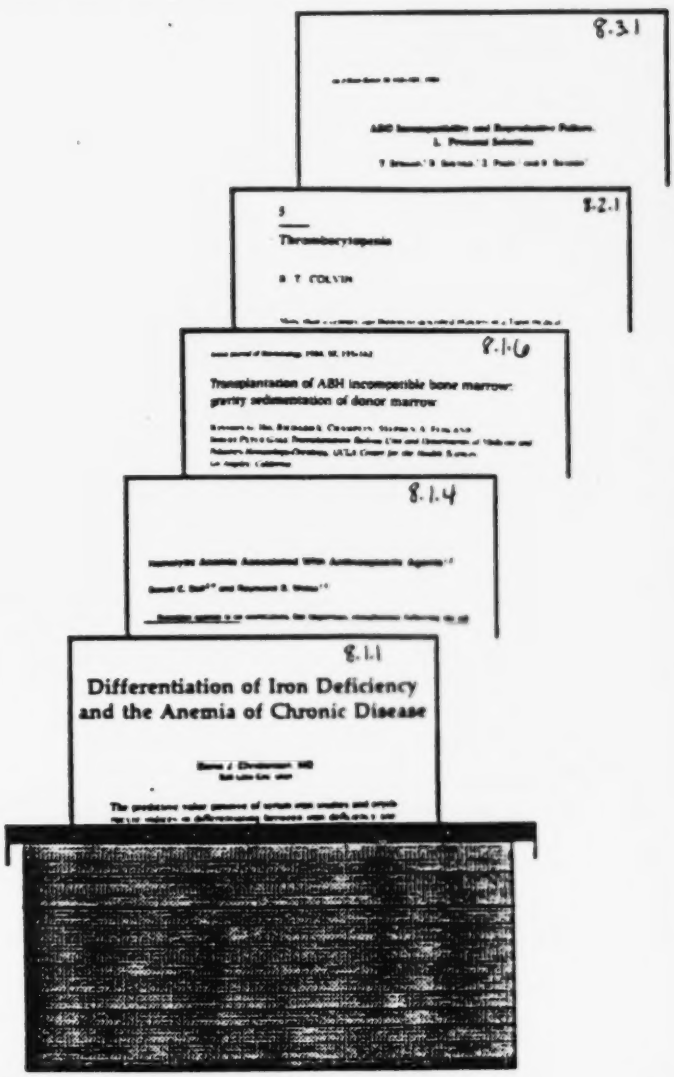
Comprehensive, organized coverage.

Must always use the same edition with which you started; just write in any new subjects.

Keep a photocopy of the table of contents with your files.

Reference: Gaeke RF and Gaeke MEB. Filing medical literature: a textbook-integrated system. Annals of Internal Medicine 1973;78(6):985-87.





Reproduced by permission from: Petersdorf RG, Adams RD, Braunwald E, et al (eds). Harrison's Principles of Internal Medicine. 10th ed. New York: McGraw-Hill, 1983.

Example: Textbook index

Textbook: Harrison's principles of internal medicine. 10th ed. New York: McGraw-Hill, 1983.

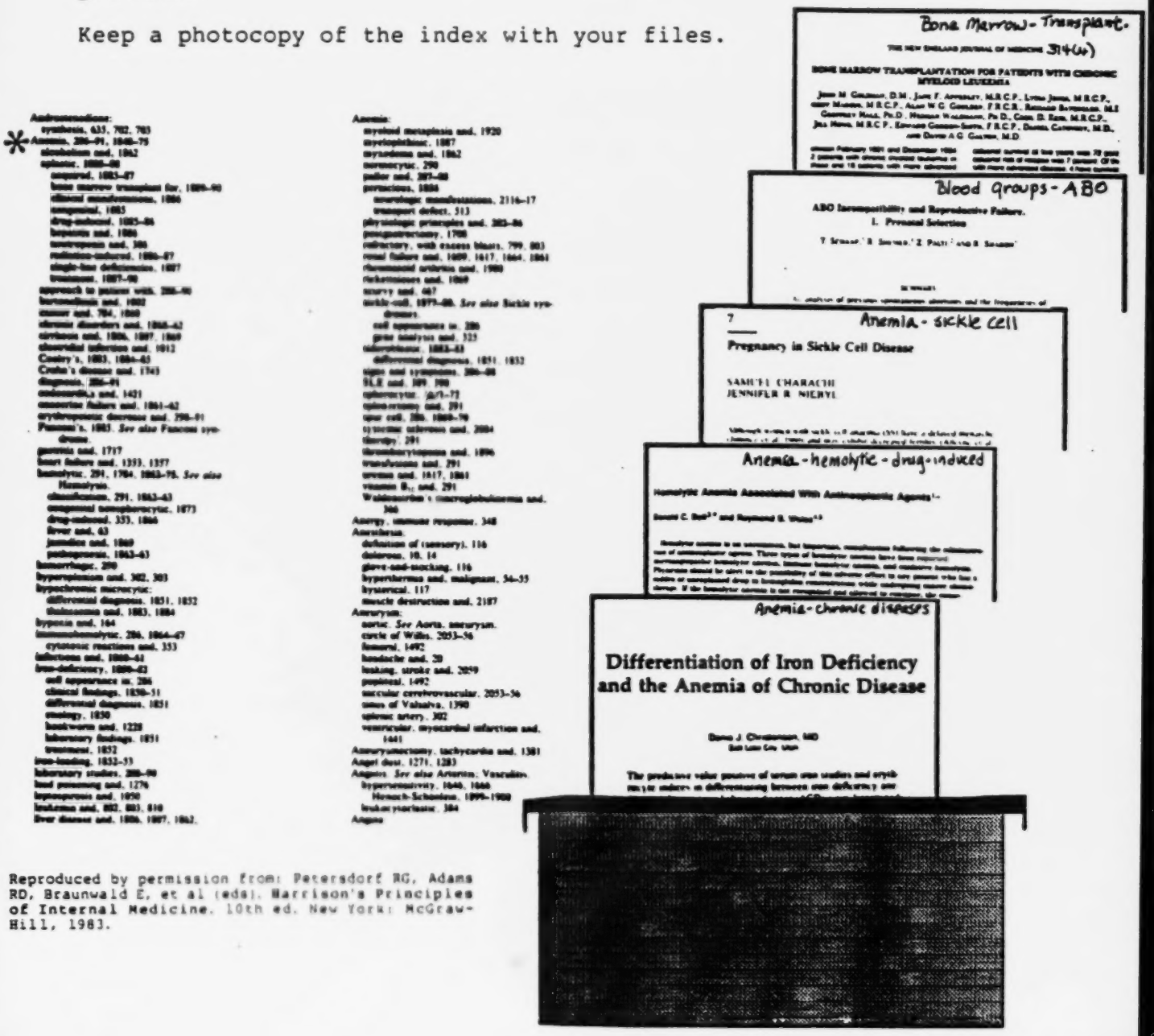
Comments:

Comprehensive index.

Use the indented terms as subheadings.

Must always use the same edition; write in any new subjects yourself.

Keep a photocopy of the index with your files.


Bone Marrow - Transplant.
Blood groups - ABO
Anemia - sickle cell
Pregnancy in Sickle Cell Disease
Anemia - hemolytic - drug-induced
Anemia - Chronic diseases
Differentiation of Iron Deficiency and the Anemia of Chronic Disease

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Subject Arrangement

Ambuel JP. System for filing and retrieving medical knowledge. American Journal of Diseases of Children 1963; 106:462-65.

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Spencer V. The administrator's personal files. Hospital Management 1966; 102(6):30-34.

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Hubbard A. Managing reprint files - decisions. Medical Reference Services Quarterly 1986; 5(1):1-15.

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McCabe JB and McCabe BH. Microcomputer-based filing system for emergency medicine literature. Annals of Emergency Medicine 1981; 10(2):87-9.

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APPENDIX - SUBJECT HEADING LISTS FOR THE HEALTH SCIENCES

1. Medical Subject Headings. Bethesda, MD: National Library of Medicine, 1986. (MeSH)

   Covers all areas of health sciences, especially clinical medicine. Has alphabetical, hierarchical and permuted arrangements.

2. Guide to the EXCERPTA MEDICA Classification and Indexing System. Amsterdam: Excerpta Medica, 1984.

Used as the outline for the sections of the Excerpta Medica abstracting service. Covers clinical medicine as well as health administration, environmental medicine, forensics, pharmacology and others. Arranged hierarchically with an alphabetical index.

3. National Library of Medicine Classification: A Scheme for the Shelf Arrangement of Books in the Field of Medicine and its Related Sciences. 4th ed., rev. Bethesda, MD: National Library of Medicine, 1981.

Used to assign call numbers to books in medical libraries. Covers all fields of medicine. Arranged hierarchically with an alphabetical index.

4. International Classification of Diseases. 9th revision. Clinical Modification: ICD-9CM. Washington, D.C.:U.S. Dept. of Health and Human Services, 1978.

Used for reporting medical statistics and for medical records. Arranged hierarchically with an alphabetical index.

5. ICHPPC-2: International Classification of Health Problems in Primary Care. New York: Oxford University Press, 1979.

An adaptation of the 9th edition of the ICD-9CM for use in primary care medicine. Arranged hierarchically with an alphabetical index.

6. Thesaurus of Psychological Index Terms. 4th ed. Washington, D.C.: American Psychological Association, 1985.

Lists the terms used in Psychological Abstracts. Alphabetical and permuted arrangement.

7. DSM-III: Diagnostic and Statistical Manual of Mental Disorders. 3rd ed. Washington, D.C.: American Psychological Association, 1980.

Arranged hierarchically with an alphabetical index.

8. Thesaurus of Subject Terms and Cross References to International Pharmaceutical Abstracts. Washington, D.C.: American Society of Hospital Pharmacists.

Used as the subject terms for International Pharmaceutical Abstracts. Covers drug and pharmaceutical terminology. Arranged in alphabetical order.

9. Popline Thesaurus. Baltimore: Population Information Program, Johns Hopkins, 1981.

Used as the POPLINE database thesaurus. Covers family planning and contraception. Arranged alphabetically.

10. "Bioethics Thesaurus." In Bibliography of of Bioethics. Washington, D.C.: Center for Bioethics.

Used in the database BIOETHICSLINE and the Bibliography of Bioethics. Arranged alphabetically.

11. Textbooks - Use any text with an appropriate table of contents or index, for example:

Wyngaarden, James B. and Lloyd Smith, ed. Cecil Textbook of Medicine. 17th ed. Philadelphia: W.B. Saunders, 1985.

Petersdorf, Robert G. et al. Harrison's Principles of Internal Medicine. 10th ed. New York: McGraw-Hill, 1983.

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Workshop materials from the following libraries were especially helpful in creating this workbook:

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